



DYSART ET AL POSITION DESCRIPTION

POSITION: Planner	
DEPARTMENT: Planning and Land Information	
REPORTS TO: The Director of Planning and Land Information and the Planning Manager	
POSITIONS SUPERVISED:	n/a
JOB TYPE	Full time position based on 40 hour work week
DATE: April 2019	

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

Under the direction of the Director of Planning and Land Information and Planning Manager, the Planner will primarily interpret and apply the Ontario Planning Act, the Municipal Act and any other applicable legislation as it relates to his/her responsibilities. The Planner will perform Geographic Information System (GIS) duties as assigned.

Policy Planning

- Assist with the review and update of the Municipal Official Plan and Zoning Bylaw;
- Assist with the review and update of the Municipal Cultural Plan; and
- Assist in the research and completion of policy planning projects, specialized land use studies and research activities associated with planning and land information.

Development Control

- Severance applications (review proposals & application, planning report, prepare municipal recommendation, liaise with applicant, County, & public, correspondence etc.);
- Minor Variance applications (process application, prepare planning reports, notices and decisions, liaise with applicant, correspondence);
- Deeming By-laws (process application, prepare planning report, by-laws, correspondence, liaise with the applicant);
- Review of background reports (arrange for peer review and review by other departments);
- OMB hearings (provide assistance to the Planning Manager, liaise with municipal solicitor, correspond with appellant and/or applicant, assist in the preparation of evidence);
- Responds to planning and land information inquiries from the public and potential applicants;
- Provides information to the public regarding development regulations;
- Provide assistance on planning applications; and
- Perform other related duties as assigned.

Administration

- Provide support to Committee of Adjustment (prepare notices, agendas and minutes);
- Provide support to Cultural Resource Committee (prepare notices, agendas and minutes);
- Provide support to Public Meeting Committee (prepare notices, agendas and minutes);
- Prepare response for compliance letters;
- Perform GIS related tasks (update maps, data entry and maintenance)
- Assist with the maintenance of planning files;
- Answer inquiries from Council, staff and the public; and
- Perform other related duties as assigned.

PART 2 – The following section headings describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Education:

- Must possess a University degree in planning or related field;
- A general understanding of municipal government with a well-developed ability to interpret policies and regulations of the Planning Act, the Provincial Policy Statement and other applicable legislation;
- Knowledge of computer hardware and software programs, which may include Microsoft Office, including Word, Excel and PowerPoint;
- Experience with GIS Software (ArcGIS, Cityview) an asset.
- Strong administrative, communication, and analytical skills required;
- Demonstrated ability to deal with the public in a polite and courteous manner;
- Ability to read site plans / maps, evaluate site plans, and understand legal descriptions; and
- An interest in rural and small community land use planning is an asset.

Experience/Training:

- Three (3) to five (5) years of relevant experience is an asset; and
- Membership in the Ontario Professional Planners Institute (OPPI) preferred.

Working Conditions:

- Occasional site visits throughout municipality (mileage reimbursed);
- Availability to attend occasional meetings outside of regular working hours; and
- Participation in professional training and development events as appropriate.